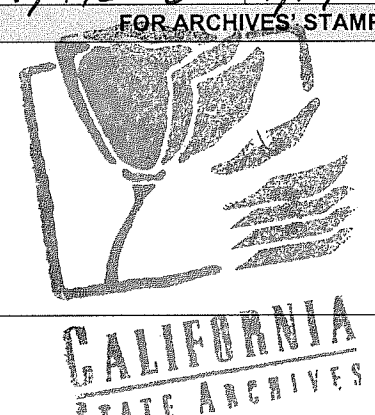


## RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Public Utilities Commission		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION IMSD/Information Services Branch		(5) ADDRESS 505 Van Ness Ave, Room 3003, San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ISB - 1	(10) SCHEDULE DATE 11/13/2007	(11) NUMBER OF PAGES 1	(12) CUBIC FEET (Total Schedule) 3
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER 1999-169	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The Mission of the Information Services Branch is to continue to work diligently in the role of IT advisor to the Commission's executive management by supplying users with the most financially, functionally and operationally appropriate IT solutions to business problems. ISB supports the Commission's IT needs by fulfilling the administrative, support, and maintenance functions of its IT hardware/software/data communications infrastructure.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS Barry V. Carlson		(19) TITLE Staff Information Systems Analyst		(20) PHONE NUMBER (415) 703-1521	(21) DATE SIGNED 11/13/2007
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST Gary R. Munhall	(23) CLASSIFICATION ISO II Supervisor	(24) NAME (Printed or Typed) GARY R. munhall		(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 12/26/2007
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE – CalRIM CONSULTANT Janice C. [Signature]		(28) APPROVAL NUMBER 08-010		(29) DATE SIGNED 1/11/2008	(30) EXPIRATION DATE 1/11/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE [Signature]				(34) DATE SIGNED Jan. 23, 2008	



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(35) CalRIM APPROVAL NUMBER										(36) PAGE 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	3.0		ISB contracts and procurements	P		active + 3			active + 3		Purged after three years
2			Personnel, attendance, performance, job specifications, organization charts	M		active + 2			active + 2		Purged after two years
3			Branch correspondence and memoranda	M		active + 2			active + 2		Purged after two years
4			Budget work papers	M		active + 2			active + 2		Purged after two years
5			Agency database applications, software and documentation	M		active			active		Electronic data
6			STD 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		Retain as "Current" until no longer needed for reference or analysis, whichever is later.
7			STD 13 RECORDS RETENTION SCHEDULE (RRS)	P		CURRENT			CURRENT		Retain as "Current" until revised. NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but are considered non-current.

\* Provide total of office and departmental

[illegible]

DATE \_\_\_\_\_